



## Hagerstown Community College Credit for Prior Learning Application

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Program of Study \_\_\_\_\_

**Fees:** The Credit for Prior Learning fee is \$75 per application. This fee applies to all types of CPL as listed below. Credit for Prior Learning fees are not covered by Financial Aid. The CPL fee (\$75) is a flat fee and is the same regardless of the number of credits being awarded. In some cases, fee will be waived if student is being awarded credit for HCC WSCE coursework.

☐ **Credit by Exam:** \_\_\_\_\_  
*Course Credits Date of Exam Exam Grade (S/U)*

☐ **Advanced Standing:** after successful completion of \_\_\_\_\_ during the \_\_\_\_\_ / \_\_\_\_\_,  
*Course Semester / Year*  
credit will be awarded for \_\_\_\_\_ / \_\_\_\_\_ credits.  
*Course*

☐ **Credit by portfolio:** \_\_\_\_\_  
*Course(s), Credits*

☐ **Credit by Industry Certification:** \_\_\_\_\_ / \_\_\_\_\_  
*Industry Certification Course(s), Credits*

**FACULTY:** Please remember to attach copies of any documentation used to assess credit via Portfolio and Industry Certificate.

**Faculty Comments:**

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**For Student:** I certify that all information I provide to Hagerstown Community College regarding my prior learning is complete, accurate, and my own. I also understand that any credits awarded through Credit for Prior Learning do not count toward HCC's residency requirement for graduation, nor are they guaranteed to transfer to other institutions.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approvals:** (must be obtained in order below)

1) Faculty \_\_\_\_\_ Date \_\_\_\_\_  
2) Division Director \_\_\_\_\_ Date \_\_\_\_\_  
3) Dean of Instruction \_\_\_\_\_ Date \_\_\_\_\_

**FOR FINANCE OFFICE USE ONLY**

Payment Received - Credit for Prior Learning Fees: Amount \$75 Date \_\_\_\_\_ Initials \_\_\_\_\_  
Fee Waiver \_\_\_\_\_ (HCC Staff Signature Required)

## **Credit for Prior Learning Guidelines:**

- Max 50% of a program (degree, certificate, etc.) can be from non-traditional credits (industry certification, Credit for Prior Learning, CLEP, AP, etc.)
- Max 75% of program (degree, certificate, etc.) can be from non-HCC credits (transfer, Credit for Prior Learning, non-traditional)
- 25% of program must be HCC college level credits

## **Credit for Prior Learning Application Steps**

1. After determining that a student is a candidate for Credit for Prior Learning, the form should be completed with all required signatures.
2. After all signatures have been obtained, the student should contact the Registrar with the completed form.
3. Student will pay required CPL fee (\$ 75 per application) at the HCC Finance Office.
4. The form will be returned to the Registrar and corresponding credit will be added to the student's record.
5. In addition to the completed form, faculty and student are required to submit any pertinent documentation

### **Please note:**

- Students seeking CPL via "Credit by Exam" should pay the fee prior to scheduling the exam with faculty.
- Students seeking credit via "Advanced Standing" must successfully complete the course(s) listed on the form before CPL is awarded.